

CERTIFICATE OF APPROPRIATENESS APPLICATION
CITY OF ROUND ROCK HISTORIC PRESERVATION COMMISSION

Name of Applicant: _____

Mailing Address: _____

Daytime Phone Number: _____ FAX Number: _____

Are you the: ☐ Owner ☐ Architect/Contractor

Property Address: _____

Nature of Proposed Work:

Please describe your proposed work as simply and accurately as possible. Refer to the design guidelines published by the Historic Preservation Commission to help describe the elements of the property to be affected by the proposed work. A submittal criteria checklist is attached. Attach extra sheets as necessary.

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| <p>Important: This form must be completed before the Round Rock Historic Preservation Commission can consider the approval of any change affecting the exterior appearance of any historically designated building or property. This form, along with supporting documents, must be filed with the Historic Preservation Planner, Department of Planning and Community Development, 301 W. Bagdad Avenue, Suite 210 Round Rock TX 78664, Ph: 512/218-5415.</p> |
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Signature of Applicant _____ Date _____

To the Building Official: A Certificate of Appropriateness has been:

- ☐ Approved, please release the building permit in accordance with any conditions
- ☐ Denied, please do not release the building permit or allow work

Senior Planner, Planning & Community Development _____ Date _____

**CERTIFICATE OF APPROPRIATENESS
CITY OF ROUND ROCK HISTORIC PRESERVATION COMMISSION
SUBMITTAL CHECKLIST**

The documentation listed below should be submitted with the application for a Certificate of Appropriateness. Complete applications will facilitate review and approval by City Planning staff and the Historic Preservation Commission.

REHABILITATION (REMODELING), ADDITIONS OR NEW CONSTRUCTION

- ☐ Elevation and plan drawings to scale indicating proposed alterations or additions, clearly indicating the existing building and what is proposed; include relationship to adjacent structures.
- ☐ Exterior material description, and samples if possible.
- ☐ For addition or new construction: site plan showing dimensions of lot, location and dimensions of existing building(s), location and dimensions of addition, location of all exterior ground and roof mounted equipment, parking lots or driveways.
- ☐ Color samples and diagram of placement on the structure.
- ☐ Photograph of existing conditions; show all sides that are to be affected,
- ☐ Historical documentation (plans, elevations, photographs) if available when proposing to restore an earlier appearance.

PAINTING, STUCCO, REPOINTING

- ☐ Color photographs of all areas to be affected.
- ☐ Samples of colors and/or materials to be used,

AWNINGS AND SIGNS

- ☐ Photograph of building elevation to which awning or sign is to be attached.
- ☐ Dimensioned drawings to scale. Indicate front and side view of awning or sign when applicable.
- ☐ Samples of color, materials, and typeface to be used.

DEMOLITION

- ☐ Color photographs, written descriptions, drawings or other records depicting the current state of the structure.